



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
58 VINE GROVE ROAD, SUITE 233
FORT KNOX, KENTUCKY 40121-6202

REPLY TO
ATTENTION OF:

Expires 14 July 2008

IMSE-KNX-LGT (58)

14 July 2006

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 38-06 – Use of Non-tactical Vehicles (NTVs)

1. Reference. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 10 August 2004.
2. Purpose. To establish a policy addressing the use of NTVs.
3. Applicability. All NTVs used on Fort Knox or assigned from Fort Knox.
4. Policy. US laws and Army regulations authorize the use of NTVs (sedans, station wagons, vans, SUVs, buses, etc.) for official purposes only. Transportation shall not be provided based solely on rank, position, prestige, or personal convenience.
5. Official Use.
 - a. Official use is transportation essential to the successful operation of the unit's mission and consistent with the purpose for which the command acquired the vehicle.
 - b. Determining official use is a matter within a commander's/supervisor's discretion as exercised in accordance with applicable laws and regulations, except for domicile to duty determinations, which must be made by the Secretary of the Army. Conflicts will be resolved in favor of strict compliance with statutory and regulatory guidance.
6. Authorized Uses.
 - a. Official Ceremonies (for example, changes of command, promotions, retirements, unit activations/deactivations). Military and Department of Defense (DOD) civilian personnel may use NTVs to attend official ceremonies; nonetheless DA policy requires prudent use of transportation assets. Multiple vehicles should not routinely be used to attend ceremonies if personnel can be accommodated with a single vehicle. The NTVs may also be used by such personnel when they are officially participating (for example, speaker, honor guards, band) in public ceremonies, military field demonstrations, or parades off the installation.

b. **Mandatory Appointments.** The NTVs may be used to meet appointments directed by competent authorities as a condition of employment (for example, mandatory dental/hospital exams); however, they may not be used for sick call or other appointments made by the Soldier/employee.

c. **After-hours Functions.** Transportation to official after-hours functions is unavailable. Activities responsible for the "setup" of official functions will be provided transportation.

d. **Authorized Activities.** The NTVs may be provided to support installation-sponsored athletic teams; morale, welfare, and recreation (MWR) groups; and chaplain programs when the commander determines that failure to provide such services would have an adverse effect on the morale of service members, family members, or DOD civilians.

e. **Temporary Duty.** When authorized and assigned, the NTV may be used between places where the person's presence is required for official business or between such places and temporary lodgings. It may also be used between places of business or lodging and eating establishments, drugstores, barber shops, places of worship, and similar places required for the comfort and health of the member. Using an NTV to travel to or from a place of entertainment (movies, bars, book stores, bowling alley, record store, places of adult entertainment, professional sports event, etc.) is prohibited.

7. **Prohibited Uses.** NTVs shall not be used for:

a. **Personal business** on or off post such as shopping; touring; errands; eating; private social functions; or travel to or parking at the post exchange, commissary, food establishments (for example, Burger King, AAFES mini mall, etc.), or any non-appropriated fund activity (for example, gym, auto craft shop, rental center, bowling center) unless on official Government business or TDY (except places of entertainment). Participation in mandatory unit physical training is considered official use (for example, Soldiers in training or Cadets bused to the gym for mandatory unit physical training).

b. **Transportation of family members** except when traveling pursuant to official Government orders or when the transportation is provided on a space-available basis, and the DOD employee accompanies his or her family members.

c. **Individual use** merely because he or she is on extended duty hours or on-call status, except for police officers. Police officers may use an NTV to get food at on-post establishments when on duty because of the need of responding to any emergency call and providing a visible law enforcement presence.

d. **Home or Duty Station to airport for TDY purposes**, unless pre-approved, and security concerns or an emergency situation exists. Commercial taxi service is available to the airport in Louisville, so DOD employees should rarely, if ever, need to rely on NTVs.

8. Penalties. Penalties for willfully misusing NTVs are severe. 31 U.S.C. 1349 imposes a mandatory minimum punishment of 30 days suspension without pay for civilian employees who use an NTV for other than official or authorized use. Military personnel are also subject to disciplinary and administrative actions for misuse of NTVs.

9. Requests for NTV Support. The following criteria are applied to all NTV requests before forwarding to the transportation office:

a. Manage Assigned Assets. The activity should make every effort to support the request with assigned assets.

b. Official Use. The activity should determine if the activity is official business.

c. Permissible Operating Distance (POD) and TDY. Does the requirement exceed the POD, i.e., within 100 miles (North – Columbus, IN; South - KY/TN State Line; East – Lexington, KY; or West – Henderson, KY)? Authorization to exceed the POD is issued on a limited basis. The NTV assets are not available to support TDY requests; however, some TDY cannot be performed using bus or air transportation and use of privately owned vehicles (POVs) cannot be mandated, i.e., ROTC inspections. To request an exception to the POD, e-mail a written request to Cheryl.Vessels@us.army.mil. The request should include GSA tag number of the vehicle to be used, destination, dates of travel, and a point of contact (POC).

d. Off-post Dispatch. All requests for off-post dispatch of vehicles will be approved by the commander, director, or representative (S4) before forwarding to the transportation office.

e. Priority. Vehicle requests will be approved utilizing the following priority:

(1) Troop training and associated functions, e.g., fire fighting, funeral details, survival assistance, etc. A dedicated effort is made to support these functions.

(2) Installation-level Soldier-oriented (on and off post within POD) morale and welfare, e.g., athletics, welfare recreation, patient therapeutic recreational programs, chaplain programs, and approved community relations activities. These activities do not include transport of dependents. Support will be provided based on available resources after training commitments are met.

10. Internal Controls. Units will establish internal controls to monitor mileage and use of GSA vehicles. The activity will appoint an individual who is responsible for ensuring all vehicles are used in an official capacity and the Department of the Army goals outlined in AR 58-1 are attained. These appointees will ensure proper accountability of the vehicle(s) and ensure they are maintained. Duties include, but are not limited to the following: daily visual inspection of the vehicle to document and report damages, conducting preventative maintenance checks and services (PMCS), and receive training to ensure the proper types of fuel are used. This will also

IMSE-KNX-LGT (58)


SUBJECT: Fort Knox Policy Memo No. 38-06 – Use of Non-tactical Vehicles (NTVs)

ensure vehicles are assigned to priority users within the activity for critical needs. Activities will ensure the TMP is notified when the POC changes.

11. New Mission. If mission changes cause the need for additional non-tactical vehicle support on a permanent basis, send a TDA change request through your resource management office to the Transportation Division, DOL.

12. Points of Contact. Refer questions regarding this policy or the use of NTVs to the Transportation Division, DOL, at 4-2976; or the Staff Judge Advocate, Administrative Law Division, at 4-7414.

FOR THE COMMANDER:


MARK D. NEEDHAM
COL, AR
Garrison Commander

DISTRIBUTION:

C

CF:

CDRS, Fort Knox Partners in Excellence